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Logistics Office  
Procurement Division  
Office of the Chief

**Statement of Duties and Responsibilities of the Deputy Chief**

Directs all activities of the Procurement Division in the absence of the chief. Serves as overall deputy as directed by the chief in supervising the procurement activities of procurement by purchase and contract. Plans, supervises, and coordinates work of branch chiefs and coordinates division activities with those of other divisions and other components of the Agency. The duties include, but are not limited to the following:

1. Plans, directs, receives, and coordinates all special, military and open market purchases.
2. Plans, directs, receives and coordinates all advertised and negotiated contracts, for research and development, supplies, services other than personal, and production items.
3. Within delegated authority makes final determinations on commitment of Agency funds on specialized types of contracts and determinations on the source and method of purchasing complex and unusual items.
4. Serves as a Contracting Officer for the Agency.
5. Reviews all major contracts, purchase orders, letter orders and other instruments and approves all contracts not to exceed \$200,000.
6. Advises the Coordination and Requirements Staff regarding availability of non-stocked material, advisability of procurement from specific sources, and lead times required.
7. Conducts continuing liaison with purchasing activities of other government agencies and non-government organizations.
8. Reviews and coordinates the development of new sources of supplies, materials, etc.
9. Directs all administrative activities of the purchasing branches.

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